

Clark County Election
Department

MONITOR



Updated 08/02/2018

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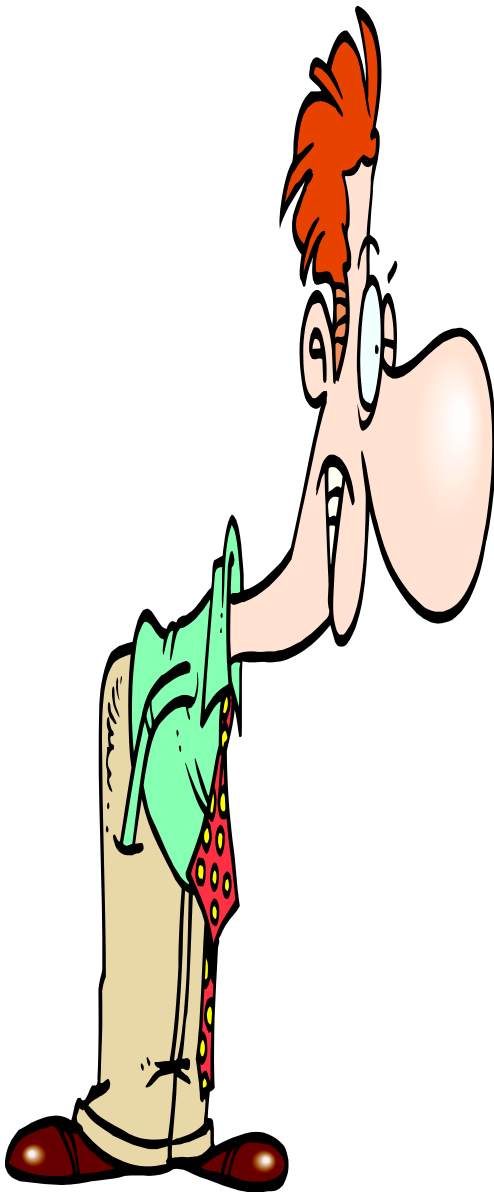
Quick reference for
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CHAPTER 1

MONITOR RESPONSIBILITIES

There should be 1 monitor per 4 voting machines plus 1 for the vote center to help with breaks and to rotate collecting cards.

Duties Include:



- ❑ Assist the Team Leader with removing the voting machines from carts
- ❑ Assist Team Leaders with physical part of setting up the voting machines
- ❑ Assist Voters at the voting machine- this requires you the monitor to stand and walk around for most of the day. May only sit down when there are no voters at the voting machines
- ❑ Observe LED lights throughout the day and alert Team Leader if there is a problem (light is flashing red) Providing instructions, if necessary, on the voting process
- ❑ Rotate to collect cards (Monitors should take turns doing this task) and give "I Voted Sticker"
- ❑ Return vote cards to the laptop operator throughout the day
- ❑ Assist with physical part of packing up the voting machines
- ❑ Assist with placing voting machines back into cart
- ❑ Put away indoor and outdoor signs
- ❑ Assist with anything else the Team Leader needs to close the polling place

CHAPTER 2

SETTING UP THE POLLING PLACE

Arriving at the Vote Center

1. Arrive at assigned Vote Center NO later than **5:30 am**

We are conducting elections as Vote Centers. Voters are no longer restricted to a specific site on Election Day. This means we will have fewer sites and more equipment at each site. Therefore, to ensure we can get all sites set up on time to take the first voter at 7:00 am, we are requiring all poll workers to assist with the set up and teardown.

2. Find Team Leader and assist where they need you to set up the ICX Voting Machines. If not there by 5:30 am, call your Team Leader or your recruiter.

3. **The Team Leader will direct you in the set-up of the equipment.**

MONITOR SUPPLIES

- Layout diagram in accordion file for specific instructions on where to set up. (Team Leader item)
- 5 ft tables for ICX voting machines (2 ICX per table)
- ADA booths for 2 ADA machines with curtains
- 6 ft tables for Kiosks and for the Team Leader (don't use for voting machines)
- Card collection box and "I Voted Stickers"
- Monitor instruction sheets to use to assist voters
- Magnifiers to be provided for voters use
- Screen cleaning supplies

ASSIST TEAM LEADER USING THE SITE DIAGRAM

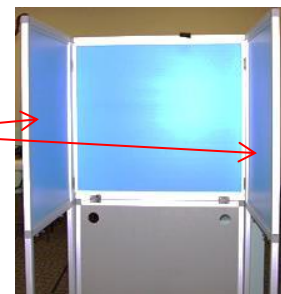
1. Place 5' tables per the site diagram and put one power strip on the floor for every four table. Tape cords to the floor and plug power strip into outlet.

- If an extension cord is used, make sure cord is taped down.
 - **Run cords under tables to prevent tripping hazard.**

2. Assist Team Leader with the assembly of the ADA Booths with curtains.



Unfold the two side panels and open slightly more than 90 degrees.



Lift bottom panel up, look for latches. Now lower panel down, level with the bottom of side panels. Pull side panels in. Secure latches.



Make sure latches are secure on both sides. If not secure, the panel could drop if booth is bumped by wheelchair and cause the ICX to fall to the floor.



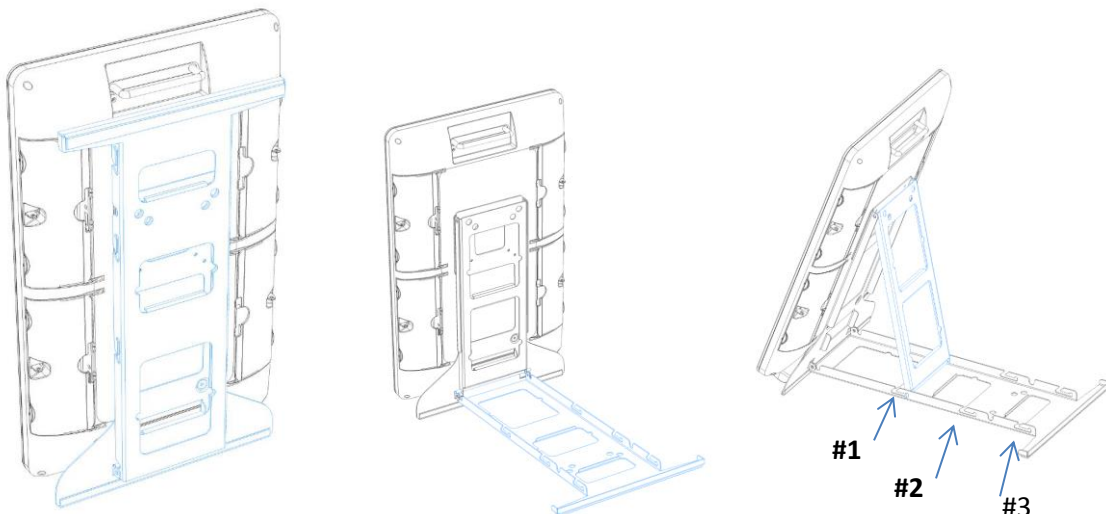
Install curtain backwards and use for all voters. Turn Curtain around for ADA Voter, to ensure their privacy.

2. Using the silver handle, lift voting machines out of cart. Set 2 ICX machines on each 5 ft. table; 1 ICX machine for each ADA Booth.



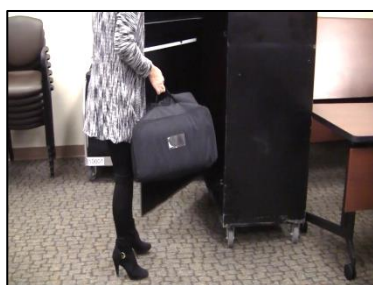
3. Open the kickstand on ICX Voting Machine:

- a. Open the kickstand on the back of the ICX. Kick stand is held in place by a magnet.
- b. Swing open the second hinged metal bracket to fit into a desired groove on the kickstand
- c. Note that there are three grooves that the support can fit into:
 - The first groove (#1) is best for voters sitting down.
 - The middle groove (#2) is best for most voters.
 - The third groove farthest from the ICX screen (#3) is best for very tall voters or for adjusting for glare.





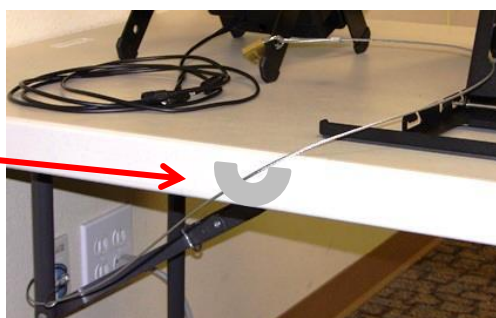
8. Take VVPAT printers out of the storage box. Set one printer to right of each ICX voting machine.

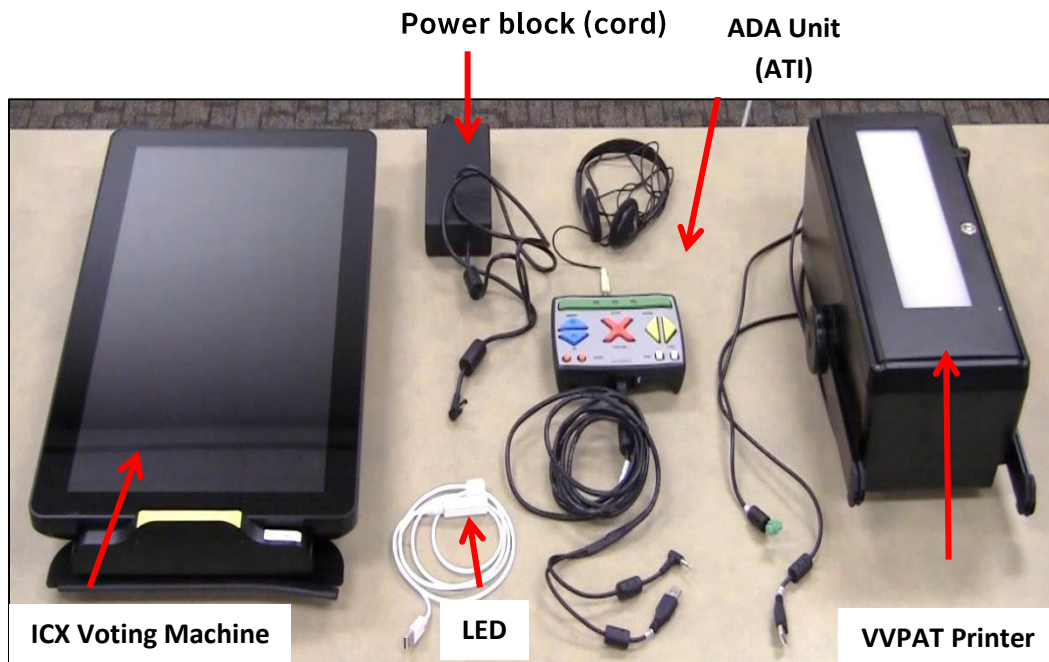


9. Take VVPAT printers out of the bags. Set printers upright on legs. Place empty bags back into storage box.



10. On each table, loop cable through the U-bolt and then run cable through ICX kickstand and through hole in VVPAT printer leg and lock.

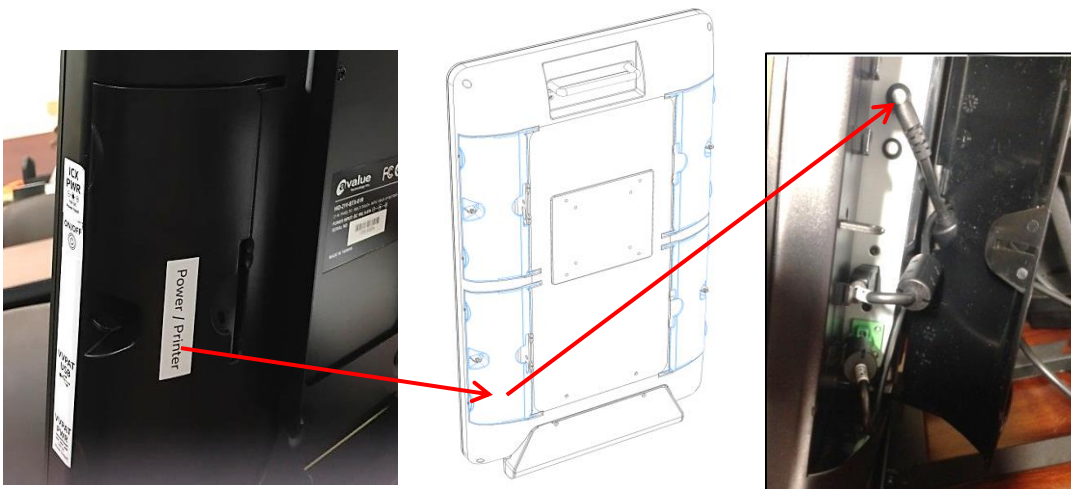




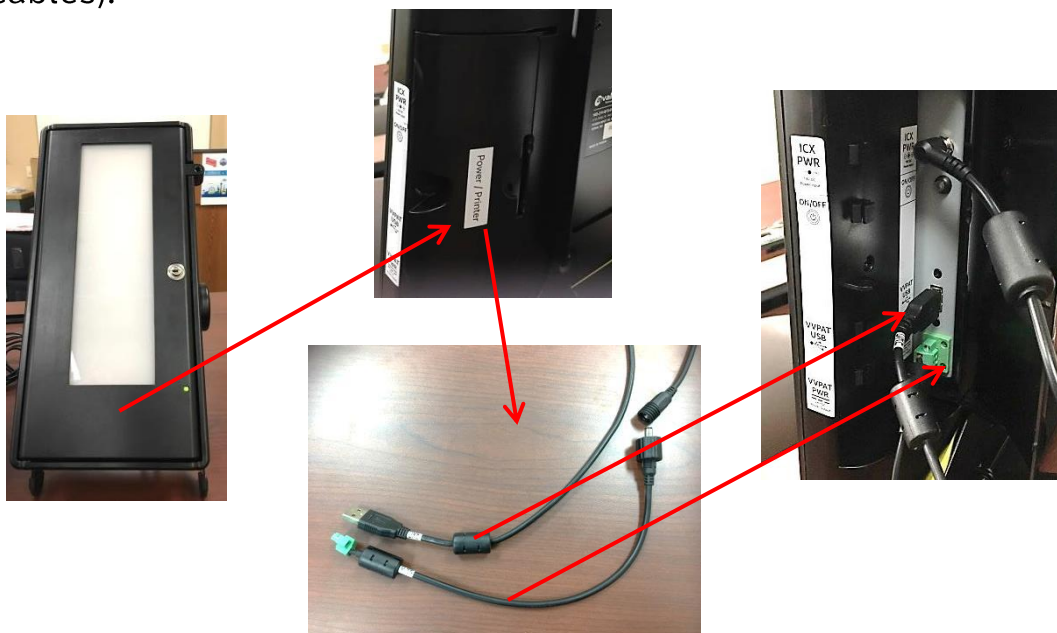
1. Take power block (cord) and LED light out of voting machine cart and set one to the left of each voting machine.
2. Take the 2 audio units (ATI) out of the storage box. Take units out of the bag and place next to ADA voting machines. Place bags back inside storage box.

Note: The Team Leader has checks to do on various seals. Help with the following steps once the Team Leader has directed you to do so.

3. When the Team leader tells you, open the door labeled "Power/Printer" and plug in the power cord,



4. In the same door labeled 'Power/Printer'; plug in the VVPAT Printer (two cables).



USB cable is plugged into USB port. The other cable is a two part cable; the smaller cable is already connected to the ICX. Take the other cable from the VVPAT printer and connect with shorter cable. Any printer may go on any voting machine. There are also a few spare printers if needed.

5. Open door labeled "ATI/LED", run LED light cable through the hole in the door and plug into USB port. (This door can be closed now if not an ADA voting machine.) Notify the Team Leader when finished on all machines.



6. On the ADA voting machines, the audio unit (ATI) will be installed through this same door labeled "ATI/LED". Run the two cables through the hole in the door and plug in the audio unit (Two cables). Plug the USB cable into the labeled USB port and the audio jack into the green socket at the top of this panel. Connect headset to the audio unit to the

bottom of the ATI unit under the green bar. Let the Team Leader know this is completed, so the door may be sealed.

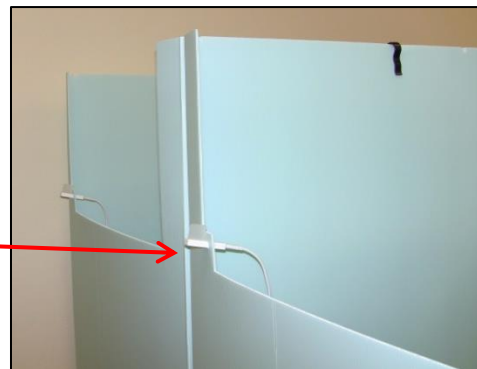


7. Assemble Privacy Panel for each ICX Voting Machine:

- Clip the 2 Privacy Panels on the table together, this will help to keep them more stable. (Clips will be in Team Leader crate)
- Secure the bottom of panels with golf tees inserted into the holes in the table. (Golf tees will be in Team Leader crate)



8. Attach LED Light to Privacy Panel:

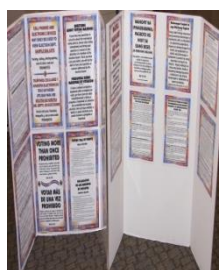


9. **Get the following Monitor Supplies from the Team Leader:** Card collection box and stickers, Monitor instruction sheets to use to assist voters, Magnifiers to be provided for voters use, and screen cleaning supplies.

10. **Team Leaders** may have you plug all power cords into the surge protectors before they power on the ICX Voting Machine and perform some preliminary steps and **will inform you when the machines are ready for voters.**

ASSIST WITH POSTING ALL SIGNS INSIDE AND OUT

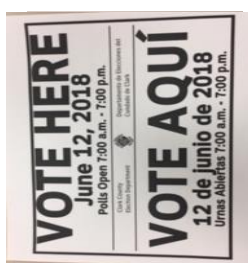
All signs are in the black storage box; laminated signs are in a white plastic bag, paper signs are in a manila envelope (located in monitor crate).



1.



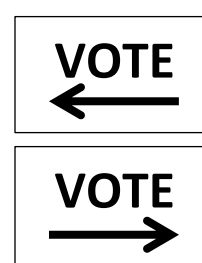
2.



3.



4.



5.

1. Post the two tri-fold signs inside near the entrance to the voting room.
2. Distance Markers – use measuring wheel, measure 100' from entrance to the structure in which you are located in 3 directions. Post "Distance Marker," use cone out in the parking lot and tape sign to wall or ground.
3. Vote Here (Election date) – using black tape, post this sign on entrance door or next to entrance door.
4. Vote Signs on wooden A-frames – put laminated signs from the large white plastic bag onto these A-frames. Place these by street directing voter into parking lot and pointing towards voting room entrance.
5. Vote with Arrow small signs – use black tape to post these to mark the route to the voting area. Use these on fences and walls for voters to see from parking lot to voting room entrance. Keep ADA route in mind.

At the end of the day paper signs can be thrown away. Keep tri-fold and laminated signs.

6. ADA signs – some vote centers may have ADA signs. Instructions on where to place these can be found inside the accordion file under “ADA instructions”. Some locations may require you to create an ADA parking space. Cones will be provided if this is the case. *See samples below*



7. Voter Parking – some locations may require you to mark a few parking space for voters. Signs and cones will be provided if this is the case. Parking spaces should be close to the voting area. Talk to contact at site about which spaces you should use. *See samples above*

8. Review sign placement with the Team Leader and keep ADA accessibility in mind. (Watch for tripping hazards and protruding objects)

BE SURE TO TAKE THE OATH OF OFFICE

You will need to take the oath of office prior to 7:00 a.m.

CHAPTER 3

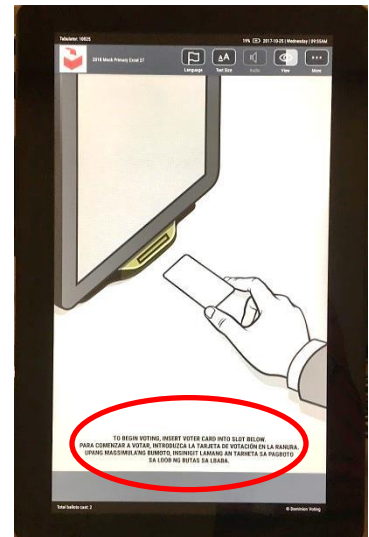
THE VOTING PROCESS

How to use the ICX Voting Machine

1. There will be a light assembly attached to the privacy panel to help direct voter to an available voting machine. **Green light** means available, **Red light** means voting machine in use, and **Flashing Red light** means there is a problem with the voting machine and you need to call the Team leader.

You must keep an eye on the LED lights and inform the Team Leader when it is flashing...be sure to see if voter is close by and have them wait for Team Leader.

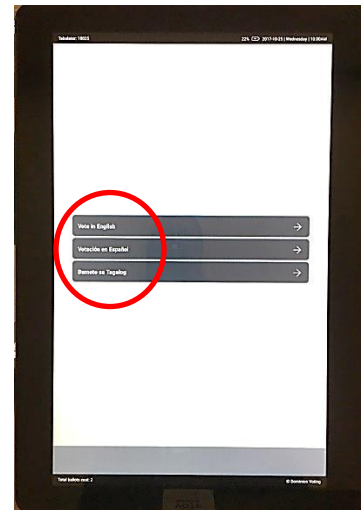
2. This is the first screen you will see. Instructions to insert Activation Card are in English, Spanish, and Filipino at the bottom of the page.



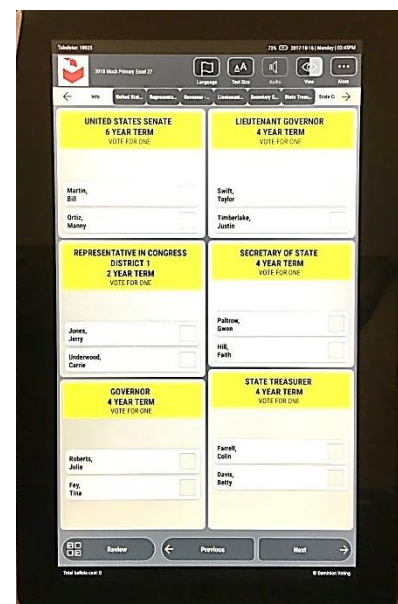
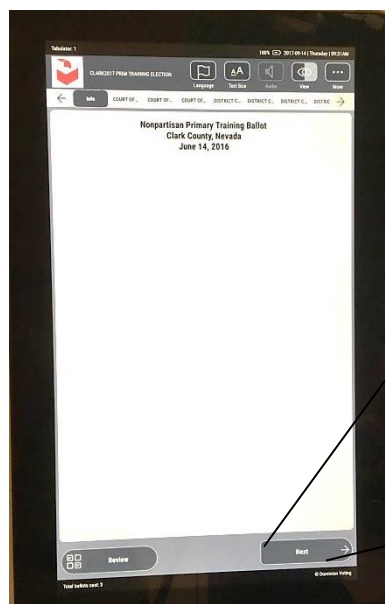
3. Insert the Activation Card into the Yellow slot (Yellow arrow up and into the yellow slot about half way).



4. The next screen gives the option of voting in **English, Spanish, or Tagalog**.



5. After the language choice is made the initial page of the ballot will appear on the screen, this is like a title page in a book; it shows the Election based on your address and selected party (Primary). You will need to press next in the lower right corner of the screen and the beginning contests will appear.

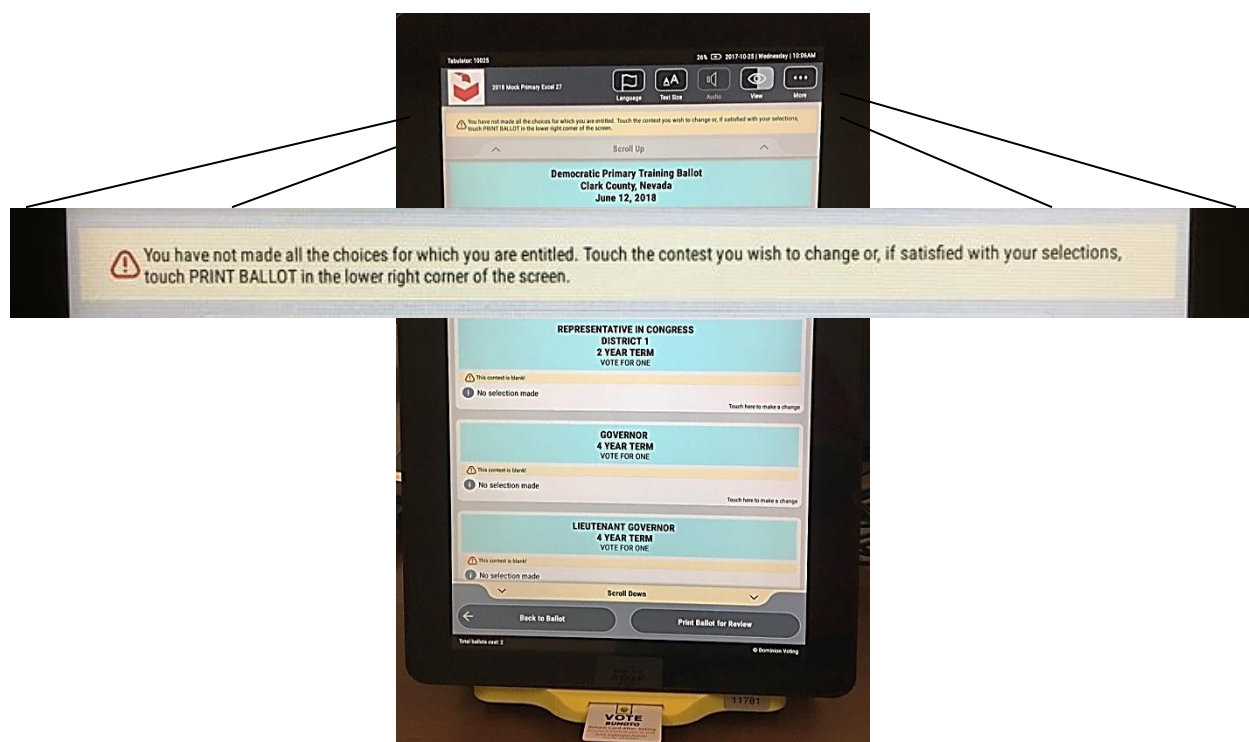


6. **To make a candidate selection**, touch the square next to your choice. The "square" will now show a checkmark and all other squares will disappear. If the contest says "Vote for Two" (or more), the squares will disappear only after all authorized selections have been made (multiple selections are not required to move on to the next contest).

7. If you change your mind or make a mistake, simply touch the checkmark/square again the checkmark disappears and now you can make another selection.

8. To move through the ballot, press the “NEXT” button to move to the next ballot page or press the “PREVIOUS” button to move to the previous page.

9. To review the choices you have made so far, press the yellow “Review” button, which is on the bottom left of the screen. The “Review Screen” will automatically appear at the end of the ballot. The review screen shows a summary of all the selections you have made or not made. If the summary shows a contest with “No Selection Made”, one of the races may have been missed or not enough selections have been made. By touching the screen in the contest box, the voting machine will return directly to that contest in the ballot, enabling you to make a change or make a selection. Let’s look at the review screen and how to navigate through it.



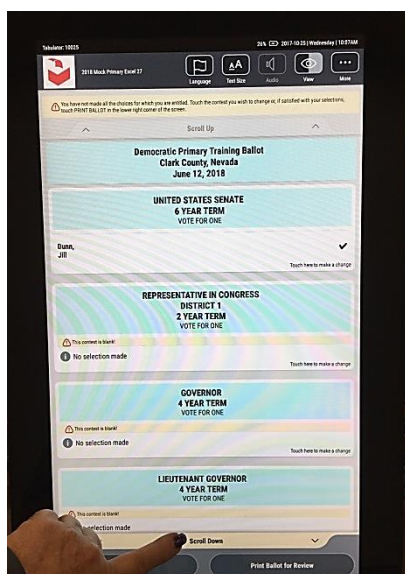
This “Warning” appears at the beginning of the review screen when you have **not** made all selections you are entitled to.

Remember, the Law does NOT require you to vote in all contests.

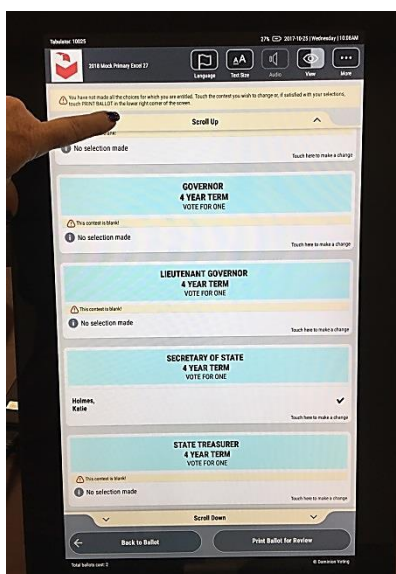
Note: If voter has made a selection in every contest the above warning will not appear. The words, “Your ballot is valid” will appear at top of Review screen, in a green box. This just means voter made a selection in every contest.

Your Ballot is valid.

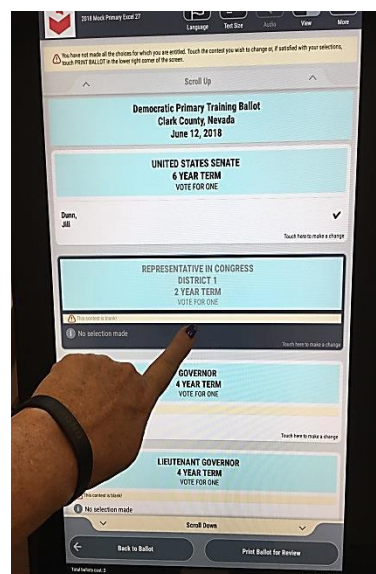
10. To see all your choices on the REVIEW SCREEN touch the “Scroll Down” or “Scroll Up” button located at the bottom and top of the screen. If you want to return to a specific contest, just touch the contest on the review screen; this will return to selected contest on the ballot. You can make changes. Once you are satisfied, touch the “Review” button in the lower left corner of the screen. This will return to the review screen and you can proceed from there to cast your vote.



“Scroll Down”

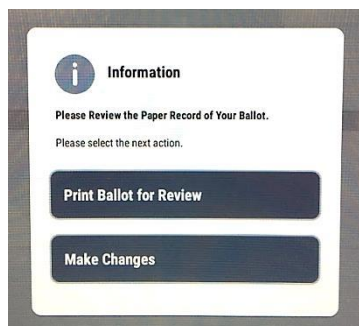


“Scroll Up”

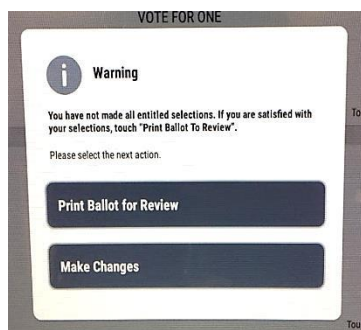


“Touch Contest”

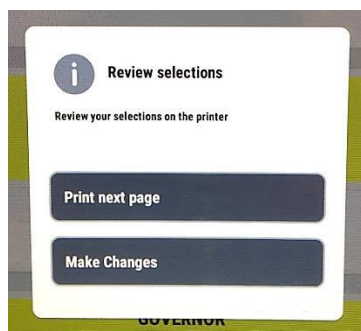
11. To proceed past the review screen to final review on the printer, touch the “Print Ballot for Review” button on the lower right corner of the screen. There will be a series of pop-up menus to guide you through reviewing the paper record on the printer, to casting ballot to record vote. (Only the pop-up menus that apply to the voter will appear)



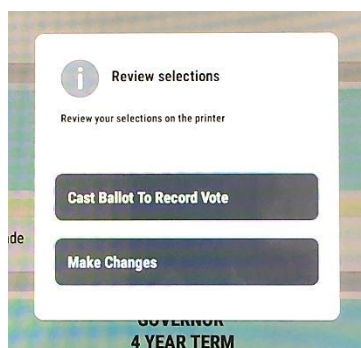
This Information Pop-up appears when you have made all choices you are entitled to. You now can print the ballot for review on the printer or return to the review screen to make changes.



This Warning Pop-up appears when you have not made all choices you are entitled to. It is just a reminder and not too late to return to the review screen to make changes or print ballot for review on the printer.



This Review selections Pop-up appears when you have printed your ballot for review on the printer and the ballot is longer than what can be displayed in the printer window. You can return to ballot to make changes or print the next page of your ballot.



This Review selections Pop-up appears when you have printed the last page of your ballot for review on the printer. This is your last chance to return to the ballot to make changes. If you are satisfied with your choices, select "Cast Ballot to Record Vote".

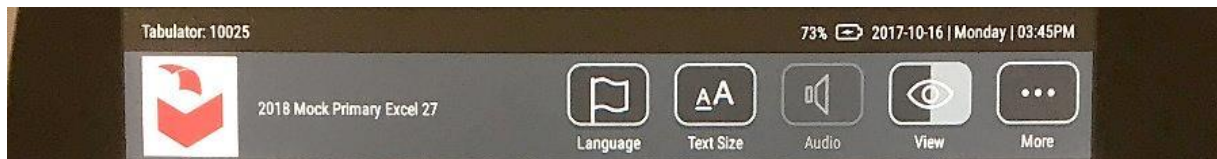
Once you have cast your ballot you are finished voting. You can no longer return to the ballot. Please return your activation card to a poll worker.

CHAPTER 4

PROCESSING OTHER VOTERS

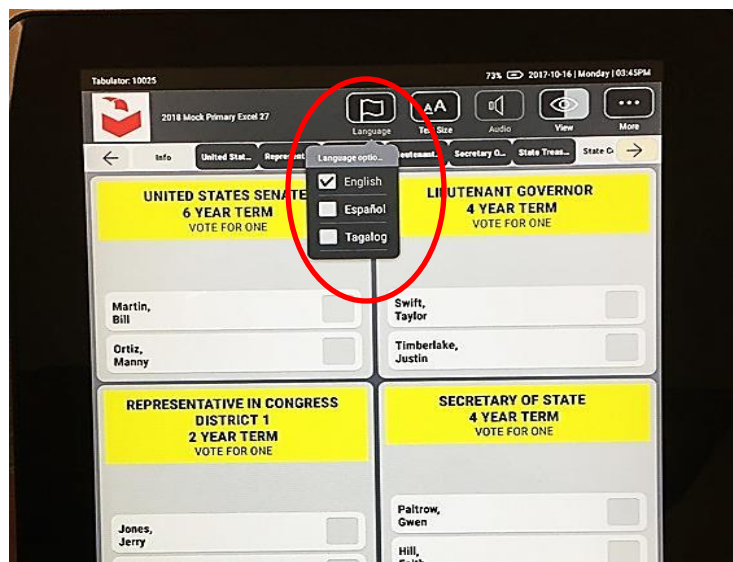
THE MONITOR CAN HANDLE THE FOLLOWING:

1. Wheelchair Voter: Ask the voter if he/she would prefer to have the screen lowered. If so, direct voter to an ADA voting machine identified with privacy booth and curtain. Move the kick stand to the first position. Lock in place. If ADA machine is not available, alert the Team Leader to assist. After the wheelchair voter is finished, raise the screen to its original position.

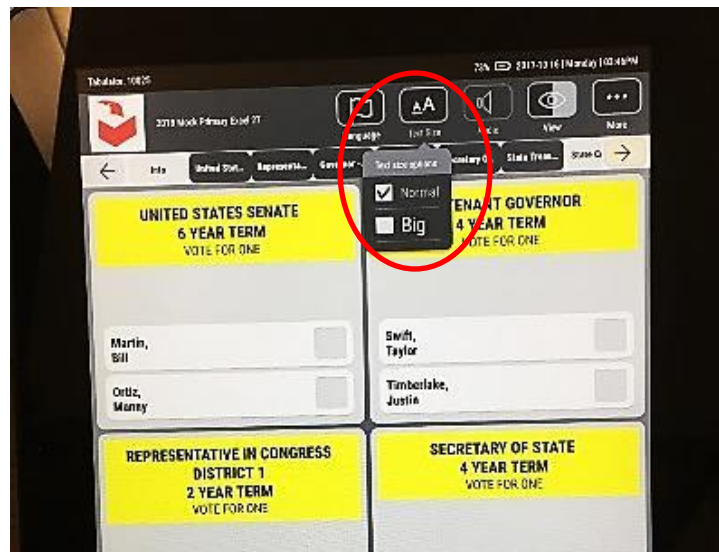


You will find the above tool bar at the top of the screen to assist the voter in the following circumstances:

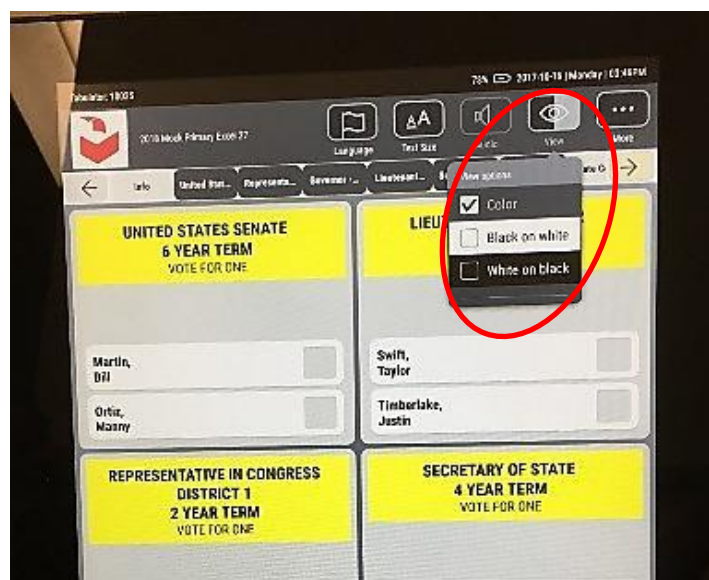
2. Language Difficulties: If the voter has already entered the ballot and expresses difficulty in understanding the language, have the voter press on the **flag** button on the tool bar. This will produce a drop down menu the voter can use to switch the ballot to the language they select. If they are still having difficulty, call your Team Leader.



3. Difficulties seeing the printed text on the ballot or printer: Have voter select the **Double A** button on the tool bar. Voter can use the drop down menu to change the font size to the larger print. If voter is still having issues, offer them a magnifier (magnifiers will be in the monitor supply bag). The magnifier can be used on the voting machine and the printer. If they are still having difficulty, call your Team Leader.



4. Difficulties with glare or reflections on the screen: Direct voter to select the **View** Button on the tool bar. The voter can select the ballot to appear with Black font on white background or White font on black background. If this does not fix the glare or reflection, contact the Team Leader.



5. Voter Touches “Cast Ballot To Record Vote” Before He/She Makes All Of His/Her Selections:

- a. Politely but firmly remind the voter that he/she indicated he/she understood how to use this voting machine.
- b. Inform voter that touching the “Cast Ballot To Record Vote” is the same as dropping a ballot in the ballot box.
- c. Voter is finished voting and may not vote again.
- d. If voter argues, call your Team Leader

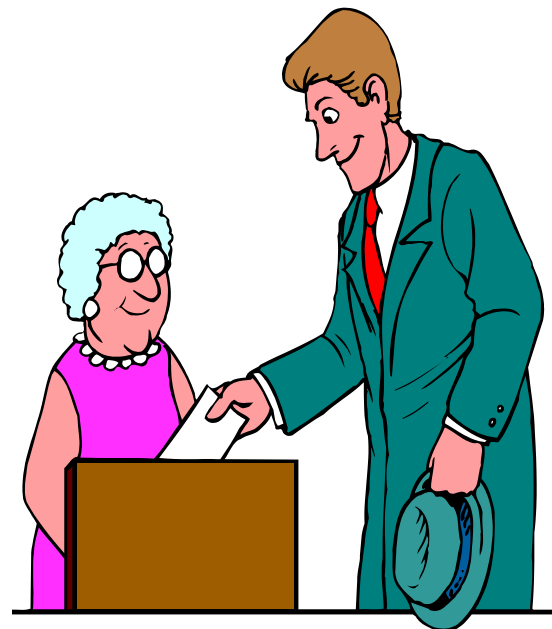
ADDITIONAL DUTIES

Periodically throughout the day:

1. Check each voting machine to be sure political literature has not been left on the machine, if so, remove literature.
2. Clean each voting machine screen periodically throughout the day.
3. Check green power light on the VVPAT printer.
4. Check battery level on ICX Voting Machine. Battery indicator is in the upper right corner of the screen.

CARD COLLECTION

1. **Observe the voters** as they are leaving the polling place and collect the Vote Card.
2. **Give the voters** “I Voted” stickers.
3. **Periodically open card collection box** and return vote cards to the laptop operators.



TEAM LEADER MUST HANDLE THE FOLLOWING:

CALL YOUR TEAM LEADER if a voter has questions about voting procedures or if anything unusual arises, e.g.:



- 1. Voter Has Any Questions About The Ballot Or His/Her Precinct Or Party**
- 2. Voter Says Vote Card Was Incorrectly Activated**
- 3. Voter Has Language Difficulties where translator is needed**
- 4. The Following Situations Occur:**
 - a. Observers or Pollwatchers are present
 - b. Media present
 - c. Anyone Electioneering or Campaigning

5. Voter Requests Assistance At The Voting Machine: The Team Leader will provide assistance.



6. The Voter Exits And Did Not Touch “CAST BALLOT”:

You notice the LED light is still **RED** and voter is no longer at the ICX voting machine. Look around to see if you recognize the voter and call them back to the voting machine. If you don't see the voter, notify your Team Leader.

CHAPTER 5

CLOSING PROCEDURES



ASSIST WITH PACKING UP THE ICX VOTING MACHINES AND RETURNING THE POLLING SITE TO ORIGINAL CONDITION

At the end of the day, you will assist with returning the polling site to its original condition. The Team Leader has some procedures they need to do before breaking the ICX Voting Machines down. Start with general packing and then move on to breaking down and packing ICX Voting Machines.

GENERAL PACKING AND CLEAN UP

1. Gather all signs posted inside and outside. The paper signs may be thrown away. However, all laminated signs are kept and put back in the white plastic bag they came in. Place the large wooden A-Frame signs, Flag, specialty poles and any cones next to the storage box.
2. Place voting instructions, magnifiers and cleaning supplies in a grey crate.
3. Pack up all privacy panels. Place near the storage box to be secured to the voting machine cart after it is packed. (Golf Tee pegs go into a gray crate)
4. Gather and place printer and audio unit bags on the table next to corresponding unit. Bags are identified by a brass tag on the bag matching the number on printer or audio unit.
5. Pull up any tape used to secure power cords. Do not unplug these power cords until the Team Leader says it is ok.

BREAKDOWN AND PACKING THE ICX VOTING MACHINE

1. Once the Team Leader has finished their procedures and powered the ICX Voting machines off, they will release the machines to you for breakdown. Start by unplugging all power cords. Put all extension cords and surge protectors in a grey crate.
2. Place machine power cords and LED lights in voting machine cart. (There are 10 ICX machines to a cart, so there needs to be 10 power cords and LED lights per cart.)
3. Place VVpat Printers and Audio Units (ADA Machine) in corresponding bag. These are neatly placed in the storage box.
4. Fold kickstand on each ICX voting machine.



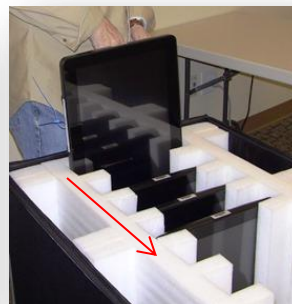
5. Place voting machines upright (with silver handle up) **inside voting machine cart (looking at labeled side of cart, place in numerical sequence from low to high, left to right)**



Low to high



Silver Handles and
ICX number label



Low to high, left
to right, facing
cart labels

6. Close zipper on voting machine cart. Inform the Team Leader it is closed and ready to be sealed.

7. Padlock the cable to the cart handle.



8. Place privacy panels on top of cart and secure with cargo strap using the brackets to prevent cargo strap from bending the panels. (10 privacy panels per voting machine cart)



Note: Brackets are not shown, but will go under cargo strap to prevent strap from cutting into privacy panels. Do not overtighten cargo strap.

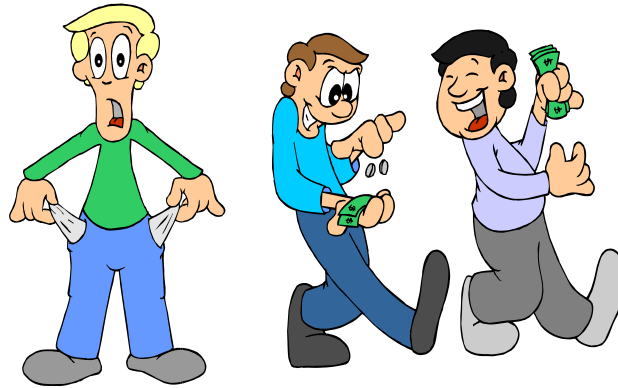
9. Break down the 5' tables used for the ICX voting machines and stack neatly by the storage box.

10. Assist Team Leader with the disassembly of the ADA booth. Place with tables next to storage box. (refer to assembly pictures)



11. Check with the Team Leader for anything else that needs to be done to return facility back to original condition.

12. **Verify and Sign the Payroll:** Ensure your name, address and social security number are correct, then sign the "Payroll Signature Sheet"



Incorrect information or failure to sign will delay your paycheck

Paychecks will be mailed to you approximately 4 weeks after the election.

You are ok to leave Only When The TEAM LEADER RELEASES You

THANK YOU FOR WORKING THE POLLS

VOTING INSTRUCTIONS

1. **INSERT CARD** into the yellow slot.
2. **SELECT LANGUAGE on the screen.**
3. **FIRST PAGE IS TITLE PAGE.** Press the **“next”** button in the lower right corner to advance to the contests.
4. **TOUCH THE SQUARE** next to your choice. A checkmark will appear and all other squares will disappear. If you change your mind, touch the same square again and you can start over.
5. **TOUCH “NEXT”** to go to the next page of the ballot.
6. **TOUCH “PREVIOUS”** to return to the previous page of the ballot.
7. **YOU MAY REVIEW** your choices at any time by touching the **“REVIEW”** button in the lower left corner. At the end of the ballot, the **“REVIEW”** screen appears automatically. It is a summary of the ballot and can be used to avoid missing a contest, but the law **DOES NOT** require you to vote in all contests.
 - **NAVIGATE THE REVIEW SCREEN** by touching the **“Scroll Down”** or **“Scroll Up”** buttons located at the bottom and top of the screen.
8. **TOUCH “PRINT BALLOT FOR REVIEW” OR “MAKE CHANGES”.** A paper record of your ballot will print when you select **“Print Ballot for Review”**. **You cannot bypass printing the ballot.**
 - If more than one page, touch **“Print Next Page”**.
 - **“Make Changes”** will take you back to the **“REVIEW”** screen. You may then go to the contest you wish to change by touching that contest.
9. **TOUCH “CAST BALLOT TO RECORD VOTE” OR “MAKE CHANGES”.** Once you touch **“Cast Ballot to Record Vote”** you are finished voting and **NO** changes can be made. The printout will show **“Ballot is ACCEPTED”** and light will go out after a few seconds.
 - **“Make Changes”** will take you back to the **“REVIEW”** screen and the printout will show **“Ballot is REJECTED”**. You may then go to the contest you wish to change by touching that contest.
10. **REMOVE VOTE CARD** when you see message at bottom of the screen which says, **“Thank you for voting. Please remove vote card and return to election official”**.
11. Return card to the election worker who is collecting cards and passing out **“I Voted”** stickers.